

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
CERTIFICATION REQUIREMENTS FOR
VOCATIONAL ADMINISTRATION**

VOCATIONAL DIRECTOR – SECONDARY/POSTSECONDARY AND ADULT

I. PROFESSIONAL REQUIREMENTS:

An Administrator I certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants meeting the following requirements:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Completion of a master's degree or higher from a state-approved college or university;
- C. A valid Missouri certificate of license to teach in the content areas of secondary education, vocational/technical, and/or student services; and
- D. Two (2) years' full-time teaching experience at grade 7 through adult level approved by Missouri Department of Elementary and Secondary Education or two (2) years of full-time experience at grade 7 through adult level other than teaching.

II. RENEWAL OF CERTIFICATE:

The vocational director's initial five (5)-year certificate may be renewed only one (1) time for five (5) years by completing an Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. The IPDP will include the following:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Completion of a planned program of graduate credit focused upon general and vocational administration from a state-approved college or university to prepare vocational school administrators. The planned program shall include a minimum of fifteen (15) hours of approved graduate credit, which meet the competencies identified for the certificate of license to teach;
- C. Successful completion of the building-level administrator's assessment;
- D. Confirmed attendance at three (3) vocational education conferences;
- E. Participation in workshops and/or seminars on general or vocational education administration, instructional leadership activities, or curriculum development totaling at least thirty (30) clock hours; and
- F. Participation in at least one (1) accreditation-evaluation of schools by the North Central Association or the Missouri Department of Elementary and Secondary Education evaluation teams.

III. PROFESSIONAL REQUIREMENTS:

An Administrator II certificate, valid for a period of ten (10) years from the effective date on the certificate, will be issued to applicants meeting the criteria for the five (5) year certificate in addition to completing an IPDP, which was submitted to their immediate supervisor for approval. The IPDP will include the following:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Confirmed attendance at eight (8) vocational education conferences;
- C. Participation in workshops and/or seminars on general or vocational education administration, instructional leadership activities, or curriculum development, totaling at least sixty (60) clock hours;

- D. Participation in at least two (2) accreditation-evaluations of schools by the North Central Association or Missouri Department of Elementary and Secondary Education evaluation teams; and
- E. Evidence of a minimum of six (6) graduate semester hours toward an advanced degree from a state-approved college or university.

IV. RENEWAL OF CERTIFICATE:

The ten (10) year certificate may be renewed for ten (10) years by applicants completing the IPDP, which was submitted to their immediate supervisor for approval. The IPDP will include the following:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. A minimum of five (5) years experience in school administration during the previous ten (10) years;
- C. Confirmed attendance at eight (8) vocational education conferences;
- D. Participation in workshops and/or seminars on general or vocational administration, instructional leadership activities, or curriculum development totaling at least sixty (60) clock hours;
- E. Participation in at least two (2) accreditation-evaluations of schools by the North Central Association or the Missouri Department of Elementary and Secondary Education evaluation teams;
- F. Completion of an advanced degree; and
- G. Individuals who do not meet requirement E for renewal of their certificate shall complete a Professional Development Agreement approved by the Assistant Commissioner of Vocational and Adult Education that includes graduate courses and/or professional development activities equivalent to nine (9) semester hours of graduate credit.